



Thursday 7 Oct 2021 at 6.30 pm virtual meeting by Google Meet

LGB 1 Minutes

The agenda was prepared with due consideration to AL's LGB Planning Tool

Present: Martin Brown MB (Chair of LGB) Christine Spain CS (Headteacher HT), Sanjay Mistry SM, Ed Gunn EG, Victor Humberstone VH, Mike Byrne MB, Jo Robinson JR, Surabhi Khanna SK, Gemma Whittaker (née Clarke) GW

Also present: Jayne Hore JH (Assoc), Leonie Hyde (Clerk)

The meeting was quorate.

[Papers for meeting are available on the new shared secure Google Drive, GOVERNORS' DRIVE, in folder 101 Papers for LGB Th 7 Oct 2021](#)

Item	Topic/purpose	Action
1.	<p><u>Standing Items</u></p> <p>a) Introduction and welcome.</p> <ul style="list-style-type: none"> Co-Chair MB chaired this meeting. He welcomed all governors, reminded them of the virtual meeting rules and drew governors attention to items on agenda that specify "gov questions". He encouraged governors to ask questions on impact, as evidence of the LGB's appropriate challenge and monitoring. Suggestions for gov Qs related to different areas had been circulated in Papers for meeting. A video of exemplary questioning had also been circulated. Governors congratulated GC on her recent marriage. Her new name is Whittaker. GW New GOVERNORS' DRIVE has been set up using a hierarchy of numbered folders to facilitate easy access and reference to files. All governors had accessed the new Gov Drive in order to read the papers for the meeting and reported positively. <p>b) Apologies for absence were received and accepted: Kate Jessop KJ</p> <p>c) Declarations of interest / pecuniary interest 2021-22. It is mandatory to sign new pecuniary interests forms each year including associate member. All forms have been received and LH has forwarded summary sheet to office and posted it on school website.</p> <p>d) Minutes from the last meeting Minutes of the last meeting were agreed : LGB 8 15th July 2021</p> <p>e) Actions from last minutes and Matters Arising not included in this agenda: None</p>	<p>LH to update GIAS and other lists for GW (formerly GC) [DONE]</p> <p>Remaining govvs: Pec Interests Form to LH [DONE]</p>
2.	<p><u>Vision, Mission, Values</u></p> <p>a) <u>Revisit and reconfirm core vision, mission and values [see also AOB]</u></p> <ul style="list-style-type: none"> <u>Link Gov visit report: LGB Priority 1 EG</u> <p>Report is in GOV DRIVE and was available for all govvs prior to the meeting.</p>	



<p>EG had met with CS and some children from the School Council. He reported that the new vision and values are cascading into the pupils' lexicon, school policies, curriculum, communications with parents and prospective parents.</p> <ul style="list-style-type: none"> Governors discussed the impact of "Excellence" and 'Ambition" in practice, particularly in relation to pupil performance outcomes to encourage gifted and talented. <p>Q How can we track the progress, and extend and challenge those pupils who consistently exceed expectation? Ans: Insight (Performance data software) gives numerical value for "working at greater depth" but in practice there is no cap on the teaching which includes planning enrichment and extension activities to deepen and extend the understanding of the gifted and talented pupils. The ambition is for all pupils to work to their own potential ability. Greater depth is open-ended.</p> <p>Q The new EYFS programme no longer includes the grade level "exceeds expectation". Does this imply that the grade levels are capped? Ans: No. There is a shift of emphasis in the new EYFS framework away from absolute expected standards and more towards individual progress-related achievements.</p> <ul style="list-style-type: none"> The new mission statement values are reduced into three words, but these do not capture the whole of the school's vision statement. <p>ACTION: LGB to revisit this to refine and capture the school's vision later in the school year.</p> <p>b) <u>Revisit the SDP School Development Plan 2021-22</u></p> <p>Key priorities for the school are taken from SDP and are in separate doc on GOV DRIVE</p> <ul style="list-style-type: none"> <u>Link Gov visit report LGB Priority 4 MBy and MB</u> <p>Report is in GOV DRIVE and was available for all gov's prior to the meeting.</p> <p>MBy and MB had met with CS to discuss SDP (School Development Plan). The five school priorities reflect the Ofsted framework. It is hoped that Covid will have less of a direct impact this school year. CS let the LGB know that the Director of Cambs had emailed this week to warn all schools to exercise caution in the light of recent surges in Covid cases. To this end, CS will control in-person visits to school etc.</p> <p>Q In Priority 1, does the continued staff training in DT, science and maths mean that there is a shortage of expertise in these areas? Ans: No. Over the past year the staff have been working through the curriculum areas and these areas are the next area for particular focus. Richard Lloyd (from AL) has met with science and DT lead teachers.</p>	
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	<p>Q Are there any areas in the SDP where the school is already excelling? Ans: Opportunities for pupil leadership are already running successfully. Y6 House Captains contribute to assemblies; the Eco Council has met.</p>	
<p>3.</p>	<p>Education Update/ QASI Quality Assurance and School Improvement</p> <p><u>Link Gov reports LGB Priority 2 SM(Maths) GW(English), SK(data)</u> Report was available prior to the meeting and is in GOV DRIVE SM outlined his meeting with Katie Street to discuss maths, including:</p> <ul style="list-style-type: none"> • The gap between attainment in reading and maths is a recurring theme. The recent outcomes of Y1-Y4 show that these pupils have benefitted from the new approaches and the programmes that have been put in place to improve maths achievement. • Teaching of geometry is being reviewed across the Trust to show clear progression of content in the Hub schools. • Maths Cafes will be a focus this year to encourage parental involvement. <p>GW reported on her meeting with Ellis Cooper, English Lead:</p> <ul style="list-style-type: none"> • Key priorities were outlined. • Impact of new initiatives and overhaul of phonics programme will be monitored in future visits. The impact and effectiveness of the new schemes may not necessarily show in this school year’s outcomes, but should do so as the initiative become embedded. • GW will visit later in the school year in person to talk to the pupils. <p>Following their meetings, the link governors remarked on the Maths Lead’s enthusiasm, knowledge and confidence and the recently appointed English Lead’s clear actions and plans for the curriculum area. Governors are confident that the middle management subject leaders’ work will have a positive impact on the teaching and learning in school. ACTION: CS to feedback LGB’s comments to KS and EC</p> <p>SK had met with CS to discuss data, assessment and how progress is ensured.</p> <ul style="list-style-type: none"> • She noted that all elements of assessment are related to each child as an individual and it is important to track progress for each child. • New software, INSIGHT, has pages for governors with anonymised data. Log in access has been given to all gobs who have set up own password protected access to the Insight tool. A cohort’s progress can be tracked so that areas of strengths and areas for development can be clearly identified. <p>ACTION: All gobs use log in to access Insight data.</p>	<p>CS to pass on thanks from LGB to KS and EC -After meeting</p>



	<p>Q Following a governor’s question at the last meeting as to whether the system allows an anomised pupil’s data to be tracked longitudinally as he/she moves through the school, CS said that this may be difficult. A governor suggested that a UPN field could be added. ACTION: Continue to look into this.</p>	
<p>4.</p>	<p>Performance Analysis Summer Term Final Achievement Report Most governors had signed up to Insight to view the performance data.</p> <p>Q Has AL provided the NFER benchmarking data that was mentioned at last LGB? Ans: No. CS has asked for this , but it is not yet available. CS informed the LGB that this will be the last year that the NFER nationally standardized tests will be used. AL schools will all use GL Assessments in future.</p> <p><u>CS shared End of Year Overview 2021 for LGB</u> on screen which showed the overall scores in Reading, Writing, Maths and also split into various groups, eg gender, Pup Premium, EAL, SEND.</p> <ul style="list-style-type: none"> • Writing was the most affected by Covid measures. The new scheme that school has invested in should help to redress. • Last year’s Rec class missed much of their first year in school, so this cohort will be a focus. • Progress data for each child is discussed in regular Pupil Progress meetings. School ensures that progress is celebrated. <p>Q To what do you attribute the high achievement in Y6 ? Ans: the disadvantaged pupils in this group were prioritised and taught in small groups and had more individualized attention during lockdown and since then. Governors discussed how providing a small group/personalized approach can be used for the benefit of more pupils. ACTION: LGB/Res Comm will monitor any finance surplus that can be directed for this purpose.</p> <p>Q Following a governor’s question , CS pointed out that pupils in SEND group may make progress , but this may not equate to standardized assessment bands.</p> <p><u>Attendance</u> rates are shown on Insight so patterns can be seen.</p> <ul style="list-style-type: none"> • CS submits attendance returns each day so that the government can gather data about attendance during Covid pandemic. • LA attendance data table allows comparison of Stapleford CPS with other schools. Attendance rates vary daily and are close to other schools in Cambs. 	<p>CS to ask AL again for benchmarking data – Autumn term</p> <p>CS to send Overview doc to LH for circulation to LGB [DONE]</p>



	<ul style="list-style-type: none"> • 196 pupils currently on roll and submitted in today’s census day. Funding is based on this number and it is up from number recorded last year. • 22 pupils with first languages other than English. Largest proportion of EAL pupils is in Y3. <p><u>CatchUp funding</u> Some of catch up funding was used last school year for pupils who were less supported at home. 12 pupils from Y3 upwards benefitted from a Tutor Online and 5 pupils benefitted from a tutor in school. Tutors provide school with detailed reports on pupil engagement , targets etc.</p> <p>ACTION: CS to forward End of Year Overview to LH for circulation to gov.</p> <p>ACTION: Executive Summaries: carried forward to next meeting</p> <p>Q EAL scores show increase with age. Does this reflect the fact that they have been in school longer? Ans: No because times when families join school is fluid.</p>	<p>CS send Overview doc to LH for circulation</p> <p>LH,EG, CS: Executive summaries on next agenda</p>
<p>5.</p>	<p>Safeguarding and Pupil wellbeing</p> <ul style="list-style-type: none"> • Updates to statutory guidance: Keeping Children Safe in Education etc etc. Kerrie Jones is organising a signup method on ALIS so that gov's can record compliance with various documents digitally. Watch this space. • All staff, including regular supply and music teachers have completed safeguarding training. • JH and CS are designated leads and will take advantage of My Concerns training. • AL has new Safeguarding and SEND director, Camilla Saunders. <p>• <u>Safeguarding Training</u> Annual update for all gov's is mandatory and is provided as a webinar by AL. Link to Professional Learning site had been circulated. Also see Gov Drive. Folder 51 Key Docs; Safeguarding. At the time of the meeting many governors had completed mandatory safeguarding training but had been unable to record this on the Google Form provided. They had not received replies to their emails from AL. ACTION: LH to write to KJones and RMayer to alert them to the problem. [Done] LGB agreed that an updated record of safeguarding training was very important to the school so that the SCR can be kept up to date. ACTION: All gov's to let JR know that they have completed the training.</p> <ul style="list-style-type: none"> • Prevent: ACTION: All governors to watch video 	<p>Ask AL to provide a working link to Google Forms= ASAP</p> <p>JR to collate gov safeguarding training as backup.-by next LGB</p> <p>All gov's : watch PREVENT training by next LGB</p>



	<ul style="list-style-type: none"> Annual safeguarding audit is due. JR to be involved <p>ACTION: Equalities is carried forward from last term. JR to meet with CS</p> <ul style="list-style-type: none"> <u>Safer Recruitment</u> <p>Safer recruitment trained: SK (including extra BAME module), JR, KJ, CS, JH</p> <p>ACTION: MB to complete safer recruitment training</p>	<p>Equalities report at next LGB. JR</p> <p>MB safer recruitment training.</p>
<p>6.</p>	<p>Vulnerable and SEND pupils</p> <p>In her absence, KJ had emailed our current numbers for SEND pupils in the school : 35.</p> <ul style="list-style-type: none"> KJ has arranged a visit with new SENDCO and will report at next LGB. MBy agreed to take on SEND Link Gov role and will liaise with KJ to shadow her in meetings this term so that there can be a seamless transition. <p>196 pupils currently on roll and submitted in today's census day. Funding is based on this number and it is up from number recorded last year.</p> <p>22 first languages other than English. Largest proportion of EAL pupils is in Y3.</p>	
<p>7.</p>	<p>Staff Wellbeing</p> <p>New staff are settling well and CS reported that staff are pleased to be back in a more normal setting.</p> <p>Link gov reported that a new staff member had told her that she already felt part of the school community.</p> <p>Q Any updates on AL's staff survey as mentioned in previous LGB? Ans: No</p>	
<p>8.</p>	<p>Finance and Estates</p> <p>It is no longer needed for LGB to scrutinise budget line by line, as this responsibility is undertaken by ALT. It is intended that LGB should be concerned with the broad financial picture and the impact on pupils and their learning.</p> <p>Res Comm will meet termly to give opportunity for deeper discussion about financial impacts.</p> <ul style="list-style-type: none"> Current financial outlook is more positive than expected. LGB pleased to hear that SCPS Nursery exceeded projections by making a profit in its first full year. Numbers are up this term. <p>Res Comm date to be arranged ACTION: LH to liaise and arrange.</p> <p>Res Comm members: VH, GW, MB, MBy, EG, CS. Res Comm Chair tba</p> <p>Health and Safety: Report due LGB2</p>	



<p>9.</p>	<p>Risk Register AL are working on a new version of the Risk Register to replace the previous Register. It is intended to review key risks at each meeting and to link them to agenda items. Q In response to a governor question, CS said that she has not been asked to submit the old Risk Register.</p>	
<p>10.</p>	<p>Governance Matters and Chair's Report</p> <p>a. Workstreams for the year ahead MB/EG Agenda for meetings and visits to report to each meeting are based on the new AL LGB Planner Tool. There have been numerous governor visits in the run up to the meeting this half term which the LGB note has taken up a high proportion of CS' and other staff's time. ACTION: Clerk. LGB to amend Governance Planner for next year so that first meeting content (and first half term visits) is not overloaded.</p> <p>b. Public Relations initiative update SK</p> <ul style="list-style-type: none"> Planned training (postponed from Jan 2021) : SK will meet with NG who is webmaster for new website and is taking lead within school. Training for all staff tba next term, if time allows. School newsletter has new template with agreed style and logo. New template for calendar follows AL's style. <p>c. Parent Partnership – Meeting to take place as informal gathering in playground on 21 Oct 8.45-9.30am and again at 2.30-3.15pm. MB to attend in afternoon. JR to attend. ACTION: Any other governors who are available would be welcome.</p> <p>d. Training</p> <ul style="list-style-type: none"> Resources for governors : Please see Governor's Drive in Shared Google Drives for list of courses offered by ALT. Chair MB asked to have at least one governor represented at each of the AL training sessions offered. ACTION: All gobs to cc EG, MB, LH when applying for training. Ofsted training: all governors need to attend the AL Ofsted training. <p>Resuming Ofsted Inspections: a briefing for governing boards and trustees – Wednesday 13 October, 5-6pm webinar . Cost £50. MB, JH, CS, SK, JR, VH, EG to attend. ACTION: LH to inform KJ</p>	<p>Chair/Clerk: amend LGB Planner to reduce visits for LGB1 – Next summer term when receive AL's planner</p>



<p>e. <u>Website:</u> Nathan Graves NG has been working on the new school website. The new provider is the open-source system, WordPress and will go live in coming weeks. Meeting arranged next week for LH to meet with NG and CS to discuss mandatory LGB information on website.</p> <p>f. <u>Emails</u> Reminder : AL guidance is that gobs should ONLY use school email for communication. <u>Please look at account regularly.</u> Whatsapp group to be used as a prompt. MB reminded Link Gobs to email CS with any questions.</p> <p>g. <u>Clerk’s Update :</u></p> <ul style="list-style-type: none"> • ALT has won ‘Outstanding governance in a multi academy trust’ award at the National Governance Association’s (NGA) Outstanding Governance Awards 2021. Stapleford LGB will celebrate this in communications with parents. • Continue with virtual meetings until further notice. Advice from AL is to review when to have face to face meetings. Advice is to have either face to face or virtual , not mixture. <p>h. <u>LGB membership and succession.</u> Staff Gov election is in hand. Chair has written a letter to explain role and to ask for nominees. Vacancy for two Trust appointed governors. KJ will step down as governor at end of this term. Ideas for attracting appropriate candidates from local community was discussed. ACTION: SK to write to advertise vacancies in Stapleford Messenger ACTION: LH to ask AL Governance Manager about policy for advertising vacancy on local closed FB groups/ social media. Cochairs, MB, EG and Vice Chairs KJ, MBy have been formally appointed by ALT. JR term of office ends Summer 2022. (Trust Gobs)</p> <p>i. <u>Roles and Responsibilities</u> <u>SEND</u> : MBy agreed to become SEND Link Gov <u>Safeguarding</u> role will become vacant when JR’s term of office ends Summer 2022. All gobs asked to consider the role. <u>HTPM</u> : will be led by PR (Exec Head) with governors called on when required. <u>Priority 1 and 3</u>: another governor needed. School Appeals Panels for Cambs volunteer role: LH has applied and will attend training in Dec</p>	
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<p>11.</p>	<p>Statutory and Compliance</p> <p>a. Whistleblowing and Complaints</p> <ul style="list-style-type: none"> • A record of any incidents is submitted to AL each term. • One complaint is ongoing and is being dealt with by AL in accordance with procedures. <p>b. Policies</p> <p>List and review schedule for *Statutory Policies is on GOV DRIVE . Policies are on GOV DRIVE. AL policies on ALIS.</p> <p>Recently reviewed AL Policies brought to governors' attention:</p> <ul style="list-style-type: none"> ○ Health and Safety ○ Charging ○ Managing Medical Needs ○ Critical Incidents and Business Continuity <p>Lettings Policy SCPS 2021-22 was approved</p> <p>The following statutory documents (due this meeting in the review schedule) were agreed:</p> <ol style="list-style-type: none"> 1. *Governor Details on website (over last 12 months). ACTION: LH to check the correct details are on the new website 2. *Pecuniary Interests. All govts have submitted forms and LH has informed office. ACTION: LH to upload on new website. 3. *Safeguarding /child protection policy SCPS Aut 20-21. Had been discussed with Link Gov. LGB agreed this policy. 4. *EYFS SCPS Aut 21-24. This had been discussed with EYFS Link Gov. 5. *Relationships Education Policy Aut 20-Aut 21. Three Link Govs had reviewed this policy and discussed with EC. 6. *Health and Safety and Welfare Sum 21-22 	
<p>12.</p>	<p>AOB</p> <ul style="list-style-type: none"> • VH has met with CS and JH regarding Pupil Premium Strategy. Notes of Visit using Link Gov template to follow. • Some of Link Gov reports had old vision words. ACTION: LH to update Link Gov template <p>• 'Community' school :</p> <p>LGB agreed that it is very important for the community ethos of the school to be reflected in its name, and that this should not be lost on the website and in all references to the school. At the time of conversion to academy status and to join the ALT, it was agreed that the school's name should remain Stapleford Community Primary School.</p> <p>ACTION: LH to contact KJ and PR to reiterate the importance of referring to the school as Stapleford CPS in all AL's documents and publications/social media.</p>	<p>Send PP Link Gov report to LH to put on GOV DRIVE [DONE]</p> <p>LH update link gov report template DONE</p>



13.	<u>Dates for 2021-2022 meetings</u> Next LGB 25 Nov 2021 to be chaired by EG	
14.	Meeting ended at 20:50	

LGB Priorities for monitoring 2021-2022

1. **Developing, monitoring and reviewing the aims, values and vision of the school.** LGB1 Autumn 1 Beginning of year KJ, EG
2. **Monitoring educational performance and standards.** LGB 1, 3, 5 first half of each term SM,GC, SK
3. **Monitoring well-being, welfare and safety across the school including safeguarding and behaviour.** LGB 2, 4, 6 second half of terms JR
4. **Developing, monitoring and reviewing the academy's improvement plan, including sustaining the nursery.** LGB1 Autumn 1 and LGB 5 and 6 Summer 1and 2 MB, MBy
5. **Developing and monitoring relationships with stakeholders including parents and the wider community.** LGB 2, 4, 6 Second half of each term SK